

## **Dharma Drum Institute of Liberal Arts**

### **Directions for Implementing Off-Campus Teaching Activities for Courses**

Amendment adopted at the 28th Executive Meeting of the Academic Year 98 on July 21, 2010

Adopted at 2nd Teaching and Research Meeting of the Academic Year 99 on November 10, 2010

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1. To meet the needs of course instruction, broaden students' perspectives, and enhance learning outcomes, these "Dharma Drum Institute of Liberal Arts Directions for Implementing Off-Campus Teaching Activities for Courses" (hereinafter "these Directions") are established.

2. If instructors find it necessary to conduct off-campus teaching activities during their courses, they must complete the application form for off-campus teaching activities and provide a list of participating students at least two weeks before the activity. These documents shall be submitted to relevant teaching and administrative units for verification and approved by the department chair (or head of cluster/group) before implementation.

3. Off-campus teaching activities shall be carefully planned in advance and handled as follows:

(1) Instructors must include off-campus teaching activity plans in the "Course Syllabus" for each semester to inform students about the course arrangements and provide information for course selection.

(2) To ensure safety, participants must apply for insurance through the General Affairs Office. Copies of the insurance certificates (covering participants and vehicles, with a minimum coverage of NT\$1 million per person) should be submitted to the Student Affairs Section and Academic Affairs Office for record-keeping one week before the activity.

(3) Ensure that no schedule conflicts arise on the day of the activity. Consider the impact on students' transportation to and from other classes to protect their right to education and minimize travel inconvenience.

(4) Instructors must arrange transportation between the Institute and the activity location. For areas not accessible via the Institute shuttle routes, public transportation or chartered buses should be used. Students should not be required

to travel independently to ensure their safety. Procedures such as vehicle rental contracts, fleet management and grouping, driver documentation checks, and pre-departure inspections must comply with the MOE's "Revised Regulations for the Notices of Vehicle Rentals for Off-Campus Activities".

(5) For activities involving potential risks (e.g., mountain climbing), qualified leaders, guides, first-aid personnel, and a detailed activity schedule must be arranged.

4. The principle of subsidy for off-campus teaching activities of the relevant courses is as follows:

(1) For courses eligible for financial support from external agencies e.g. the MOE, applications must first be submitted to these agencies.

(2) Each course may receive subsidies for one off-campus teaching activity per semester. Courses already subsidized by external agencies (e.g., the National Science Council or the MOE) are not eligible for additional subsidies.

(3) At least two-thirds of the students enrolled in the course must participate in the activity.

(4) If the teaching unit's allocated budget for off-campus teaching has been exhausted, no further subsidy applications will be accepted for that academic year (or semester).

(5) Subsidies for non-course-related off-campus activities (e.g., club activities) must be applied for through the Student Affairs Section or relevant units.

(6) Each subsidy is capped at NT\$11,000 and is subject to the approved amount. Receipts must be submitted to the department or program for reimbursement after the activity.

(7) Instructors of subsidized courses must submit a "Report on Off-Campus Teaching Activities" to the teaching unit within one week after the activity. The report must include written descriptions, photos, or audiovisual materials as supplementary evidence.

5. During off-campus teaching activities, the instructor is responsible for managing student safety, conducting regular roll calls to account for all participants, and preventing accidents.

6. Students must comply with instructions during off-campus teaching activities. Any student whose behavior damages the school's reputation will be subject to disciplinary action by the Student Affairs Section, as recommended by the course instructor.

7. Any matter unspecified in these Directions shall be handled in accordance with the relevant regulations of the Institute.

8. These Directions shall be approved by the Teaching and Research Meeting, and shall be submitted to the President for approval and promulgated for

implementation; the same shall apply to any amendment thereto.